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Meeting of Records Officers, 7 April 1965  
10:00 AM - Room 1E-78, Headquarters

Good Morning, Ladies and Gentlemen. Welcome to our second Records Officers meeting of 1965.

I have these announcements before we proceed with the principal topic of our meeting.

First - we have two new component Records Officers, [ ] Office of Computer Services and [ ] NPIC.

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Second - I am encouraged by the preliminary reports that our efforts to reduce records holdings are producing real results. Please keep up the good work and don't forget your report due on 15 April.

For more than a year we have been following a general theme of discussing in our periodic meetings of records officials various elements of records management. We accomplished by inviting as guest speakers men in government who are professionals in their respective fields.

Those of you who have been in Paperwork Management are familiar with the fine reputation that the Navy Department has had in this field for many years. They are real pioneers in records management. They have contributed a substantial portion of the body of knowledge that exists in records management today. In addition, many men who were Navy employees now head up Navy Management Programs in Government and in Industry. Their names are familiar to many of you. A few are Herbert Angel, Everett Alldredge, Emmett Lahey, Ed Dwyer, and I could mention others. I am particularly pleased, therefore that we have the opportunity today to learn first hand about the Navy Paperwork Management Program.

Our guest speaker has been with the Department of the Navy since 1950. He came to Navy from the Department of Agriculture. He has been most active in professional societies in this area and was Chairman of IRAC. He completed his college work at George Washington University. He is a native of New York State. His present assignment is Head of the Administrative Procedures Branch. It is a pleasure for me to introduce to you Mr. Robert H. Meehan, whose topic is "The Navy Dynamic Paperwork Program."

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